

**EXECUTIVE SECRETARIAT  
ROUTING SLIP**

TO:

		ACTION	INFO	DATE	INITIAL
1	DCI				
2	DDCI				
3	EXDIR		X		
4	D/ICS				
5	DDI				
6	DDA		X		
7	DDO				
8	DDS&T				
9	Chm/NIC				
10	GC				
11	IG				
12	Compt				
13	D/OLL				
14	D/PAO				
15	VC/NIC				
16					
17					
18					
19					
20					
21					
22					

SUSPENSE

Date

Remarks

STAT

Executive Secretary

4 Nov 85

Date

3637 (10-81)



Executive Registry

85- 4182

GENERAL  
SERVICES ADMINISTRATIONOFFICE OF  
PERSONNEL MANAGEMENTOFFICE OF  
MANAGEMENT AND BUDGET

October 31, 1985

## MEMORANDUM FOR THE HEADS OF EXECUTIVE DEPARTMENTS AND AGENCIES

FROM: **TERENCE C. GOLDEN**  
Administrator of General Services**CONSTANCE HORNER**  
Director, Office of Personnel Management**JAMES C. MILLER III**  
Director, Office of Management and Budget

SUBJECT: Cooperative Administrative Support Units

For the past several months, staff members from a group of agencies have been promoting the "common services" concept. In brief, the idea advances the sharing of resources to provide administrative support functions at the facility level in multi-tenant Federal buildings. The President's Council on Management Improvement (PCMI) has endorsed the establishment of several prototype sites. They are to be established across the country over the next year in order to evaluate the most effective means of implementing such a program on a larger scale.

This national program, known as the Cooperative Administrative Support Unit (CASU) Program, can yield significant benefits to all agencies with field installations, including improved quality of service and reduced costs of delivery. The program is a significant cornerstone of the Administration's management systems initiative. It serves to further many of the other efforts under that initiative, such as sharing of administrative systems and development of government-wide standards.

Six members of the PCMI serve as the "Board of Directors" for the Cooperative Administrative Support Unit Program. An interagency working staff will provide day-to-day direction for the establishment and operation of the prototype sites.

The interagency staff will work with the agencies located in multi-tenant buildings to develop and select prototype sites. The staff also will keep the appropriate headquarters offices informed of the activities at prototype sites where they have field employees.

This program has the potential for yielding great benefits for participating agencies and, of course, for the American taxpayer. We hope that each of you will give the Cooperative Administrative Support Unit Program your personal attention, and that your staffs will work with the interagency CASU staff and your field installations to put into place an effective network of shared administrative support across the country.

DCI  
ERIC  
RG

L-278

Approved For Release 2009/09/14 : CIA-RDP87M00539R002203610003-2

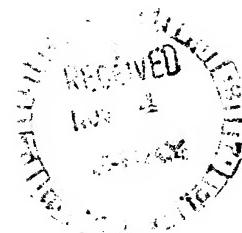
General Services Administration

Corres. Symbol \_\_\_\_\_  
Washington, DC 20405

Official Business  
Penalty For Private Use, \$300



Postage and Fees Paid  
U.S. General Services  
Administration  
GSA-361



Honorable William J. Casey  
Director  
Central Intelligence Agency  
Washington, DC 20505